

MINUTES
McLEAN COUNTY BOARD OF HEALTH
REGULAR MEETING – JANUARY 13, 2016

MEMBERS PRSENT: Powell, Bowers, Buchanan, Ginzburg, Naour, Owens, Reece, Tello, Turley, and Wollrab

MEMBERS ABSENT: Kerber

STAFF PRESENT: Howe, Anderson K, Anderson T, Beavers, Coverston Anderson, Dreyer, and Voss

CALL TO ORDER: Powell called the Board of Health meeting to order at 5:34 p.m. with no corrections to the agenda.

PUBLIC PRESENT: Susan Schafer, McLean County Board; Edith Brady Lunny, Pantagraph; and Jessica Woods, McLean County Assistant States Attorney

MINUTES: Powell requested approval for the minutes of November 10, 2015.

Reece/Buchanan moved and seconded approval for the minutes of November 10, 2015.
Motion carried.

CONSENT AGENDA:

Consent Agenda - January

1. Bills to be Paid		<u>November</u>	<u>December</u>
Health Department	112-61	\$ 209,328.93	\$ 141,617.57
Dental Sealant	102-61	29,003.25	18,491.94
WIC	103-61	16,768.59	10,964.58
Preventive	105-61	3,074.90	1,103.01
Family Case Mmgnt	106-61	37,337.02	14,403.64
AIDS/CD	107-61	15,446.02	2,996.85

Owens/Turley moved and seconded approval for the Consent Agenda as printed. Motion carried.

COMMITTEE REPORTS: Coverston Anderson noted that she didn't have a John M. Scott Commission report due to no open session meeting in December; however, the Commission is still working on their strategic plan and has decided to split into two work groups, grants/services and finance.

OLD BUSINESS: Howe requested approval for a Budget Amendment, which was presented to the County Health Committee on January 4, 2016 to amend the year-end of FY15 budget for the WIC Fund. The amendment requests an increase in the IDPA Medicaid Revenue line of \$12,200, based upon additional revenue collected for annual hemoglobin screenings provided to children and adults in the WIC program. As a result of the expanded Medicaid program in Illinois, more individuals are eligible for Medicaid which covers this service. The additional resources were used to purchase 6 infant and four adult scales used in the WIC program. Funds were also used to purchase program information on local buses.

Buchanan/Ginzburg moved and seconded the FY15 WIC Budget Amendment. Motion carried.

NEW BUSINESS: Howe requested approval for the Contracts/Grant Application List for January. He explained that the list contains one new contract and two new renewal applications for this reporting period. The contract, with IDPH, was for the renewal of the Lead Poisoning Case Management grant which allows for the case management of children with elevated lead levels of 10 micrograms per deciliter. This grant has been reduced by \$952 which is about 10%.

Howe explained that the application, to IDPH for the Ticket for a Cure program, appears to be an increase but reflects annualization from six months to 12 months; funding remains level with the prior year's award on a monthly basis.

Howe stated that the Komen grant targets rural women 40+ to get annual mammograms and provides access for transportation to mammogram appointments. Reece inquired how the rural women know about the program. Coverston Anderson explained that she was new to this program and couldn't answer the question but would be happy to respond with that information. Howe explained that one past practice was to include information in communication distributed by utility companies sending notices to rural residents. Also, rural churches and libraries make the information available.

Turley/Wollrab moved and seconded approval for the Contracts/Grant Application List for January. Motion carried.

Howe shared the McLean County Health Committee meeting schedule and explained that the schedule was distributed at the January 4, 2016 meeting of the committee. He noted that not all meeting dates are the first Monday of each month and anticipates that further modifications may be necessary to accommodate schedules or conflicts.

Tello inquired if Mr. McIntyre and Howe put the agenda for the Health Committee together. Howe explained that the Health Department works with the County Administrator's Office to prepare the agenda.

Buchanan stated that she felt the last presentation to the Health Committee about the Food Program was very good. Maintaining good communication between the Health Committee and the Board of Health is important. Perhaps the Board of Health and Health Committee should meet together.

Howe hopes that the Strategic Plan will help towards that goal and will give a better understanding of the Health Department and be useful for discussion. Tello inquired about a combined Board of Health and Health Committee meeting. Bowers wanted more information about the goal of the Health Committee. Howe explained that the Health Committee was created as a substitute for the Finance Committee who historically reviewed budget and FTE action items that required modification of the County Budget and FTE compliment. With the advent of the Health Committee a goal was established to better understand the program and budgets of the Health Department to create a broader understanding that would prove helpful at creating subsequent budgets.

Bowers explained that he doesn't understand the purpose and feels that it is a layer of bureaucracy. Howe believes that at the initial stage the Health Committee is quite labor intensive since they wanted to know more about the department. As we all know, the Health Department is a large and complex organization. Howe hopes, that as time goes by, it will become less time consuming.

Buchanan remarked that it is a unique situation with McLean County and the function of the Health Committee.

Owens noted that as chairman of the Finance Committee there was a burden at budget time being the oversight of the Health Department and approving the budget and not understanding what was being approved but with this committee there is a better understanding of the programs.

Wollrab stated having been on the County Board, she feels there was a

disconnect between the County Board and the Health Department at budget approval. More communication between the two would lead to a better understanding and help in approval.

Owens agreed that the budget is presented twice and it would be a good idea to have a meeting with the Board of Health and Health Committee when presenting the budget.

Tello thanked Buchanan for her comments and stated that a meeting of both the Board of Health and the Health Committee, with a formal agenda, date, and time would be good for both boards. Buchanan and Tello both agreed the meeting should be arranged by the Board of Health. A consensus of the Board agreed to have a meeting of the Board of Health and Health Committee. This issue will be discussed and reported on in the future.

Howe included in the packet a copy of the request for an application from the National Council for Behavioral Health. A collaboration between CDC and the Prevention's Office for State, Tribal and Territorial Support (OSTLTS) the National Council on Behavioral Health is offering an opportunity for 32 state and local health officials to participate in a 6-month training and technical assistance program to support and improve understanding of behavioral health from a public health perspective. If selected, this opportunity is at no cost to program participants. All travel and lodging, including registration, is covered by the NCBH. Howe explained that this topic is providing conversation at state and local levels to improve capacity to be able to provide preventive services to behavioral health clients. This program may answer a lot of questions including incorporating the public health model into behavioral health. Howe noted that everyone is in agreement with the talk of integration in a primary care environment. Howe stated that both he and Beavers applied for the opportunity.

Tello inquired about team training. Howe explained that one individual will be selected at no cost and staff should find out Friday if the Health Department was selected. Tello appreciated the effort that went into applying for this opportunity.

Howe included in the packet a letter of appreciation from Home Sweet Home Ministries (HSHM) for the annual financial support the Health Department provides to the mobile Health Project. Howe stated that the Health Department provides \$7,000 to HSHM to help cover the annual maintenance costs of \$30,000 to support of the mobile health bus. It also includes recognition of the partnership on the vehicle shared partnership between HSHM, Community Health Care Clinic, State Farm Bank, and the McLean County Health Department. Howe stated that the mobile health bus allows for outreach, visibility, and provision of services.

Howe included in the packet, a copy of the Illinois Department of Public Health's 2nd Quarter Newsletter on Communicable Diseases in Illinois April through June, 2015. This newsletter is part of IDPH's new information series designed to keep public health professionals and stakeholders aware of information and the incidence about infectious diseases in Illinois. This newsletter was distributed in late September, 2015.

Wollrab noted that she was horrified by the diseases in Illinois and bringing this type of information to the Health Committee would help give them a better understanding of these types of issues. Howe explained that the Health Department, Communicable Disease Program is responsible for receiving the local statistics. Howe reported that it sometimes frustrating that the State sends out the information to the media before sending it to local health departments. It is hard responding to media questions when the Department has not had an opportunity to review the document in advance. But it is good to see more data being distributed.

Howe began the discussion of Operation Reserves by explaining the report is included as Attachment H, in the packet. The report contains information explaining the critical importance of maintaining a healthy reserve to assure uninterrupted public health services and safeguards continue to be available for McLean County residents. Howe further noted, planning for the unexpected is necessary in case of sudden loss of income such as the Department is experiencing now with the State behind in grant payments. Howe noted that the reserve fund is essential and provides the

health department and its board the ability to respond to an ever changing public health environment without lurching from one financial crisis to the next.

Tello responded that the health department has built a healthy fund balance because the department is good at fiscal management.

Howe explained how much impact a public health emergency could cause. He used specific examples such as H1N1, Mumps, Food Borne Illness, Terrorism, and Natural Disasters. He shared that the Kane County TB Outbreak has cost that County \$10 million and they are still paying for it. The lack of State payments caused by the State Fiscal Impasse could have the State owing the Department \$956,000 by December 31, 2015.

Howe shared that the capacity of local health departments in the State is at the breaking point. Nearly half of the local health departments report decreased capacity caused by the budget impasse. More than one-third have laid-off staff and more than one in six have reduced the length of the work week and reduced hours of operation. Howe stated that McLean County has not had to take these drastic measures because the reserve fund provides a safety net. Howe further explained that \$754,195 in services that the health department has provided in the first five months since the start of the State fiscal year in July, have all been assured from the reserve fund and is equal to approximately 32% of the fund balance and could reach as high as \$956,000. Since the County operates on a quasi-accrual financial system, where revenue is handled accrual basis but expenses are paid on cash basis, it is difficult to see the financial impact on a simple review of the General Ledger. But accrued revenue must be assured with cash as a guarantee of solvency.

Howe noted the fact that the Health Department has used these reserves over the years to provide and sustain valuable public health services and to start new health enhancing initiatives in a fiscally responsible manner can be evidenced by the fact that after 70 years of operation, the overall public health tax levy is still at only 56% of the statutory maximum. From 2005 to 2016, the Health Department has contributed \$1,241,475 from its fund balance to reduce the reliance on property tax support and sustain programs.

Howe explained the management of health department reserves. According to State Statute 55 ILCS 5/5 – 25013 and 55 ILCS 5/5 – 25009, any tax levied, or funds collected shall be paid into the County and held in the County Health Fund and shall be used only for the purposes of public health.

Howe included in the report the best practices of several organizations. The list of organizations was Government Finance Officers Association (GFOA), Compass Point, Executive Service Corps, and Give.org. The GFOA stated that it is essential that governments maintain adequate levels of fund balance to mitigate current and future risks. The GFOA also recommends, at a minimum, regardless of size, no less than two months of regular operating revenues or regular operation expenditures. Compass Point, a research/consulting firm that works to increase the impact of non-profit community based organizations, recommends three month operating expense. Tello inquired if these consulting firms were National. Howe stated both National and Inter-National and three months of operational reserves would total \$2,098,665.

Howe shared that Executive Service Corps, a long standing non-profit consulting firm, states that organizations should have at least three months baseline up to six months, based on risks to revenue and risk in controlling expenses. Howe reported that Give.org, which is the nonprofit arm of the Better Business Bureau, suggests a limit on short term reserves. They suggest that unrestricted net assets be no more than three times the larger of last year's expenses or this year's budget and at the high end, reserves should not exceed the amount of two years budget. Howe summed up that the Health Department is not out of line with the reserves for a government based community safety-net organization.

Reece appreciated the good discussion and explained that the County Board has little appetite for raising taxes. Howe reiterated that he wasn't making that suggestion. Reece inquired what we do to move ahead. Howe explained that he hopes the Strategic Plan helps provide a roadmap for future direction. But, as of right now, continued uninterrupted operations.

Wollrab inquired when the Board would receive an update on the Strategic Plan. Howe hopes to present the plan at the March meeting.

Reece inquired about the budget and the plan. Howe stated that an approved budget allows the Department to move forward.

Buchanan appreciated the operation reserve discussion and explained it was descriptive of our position. The Department needs to maintain the existing programs and continue doing what we do. She also explained that it is also good to be prepared and have a plan as to what gets scaled back.

Tello agreed that it is important to be forward thinking and address each issue such as emergency plan, and plan B. Buchanan liked the well laid out plan. Tello stated concerns the Department might be unable to fill in gaps.

Wollrab believes that if the reserve fund is depleted there may be the option that funds come out of County reserves. Buchanan stated that that would need to be documented.

Howe indicated creating an emergency plan would be difficult since the only programs subsidized by the County tax levy are critical public health programs required of a Certified Health Department; communicable disease, food safety, safe drinking water, safe sewage disposal, and the special levy for 553 and 377. Reece stated that there needs to be a game plan. Although not popular, would we want to make an austerity plan?

Bowers inquired where the County Board stands on reserves. Do they have the funds to assist in case of an emergency? Owens explained that the County Board is in the midst of the large jail project and currently has reserves on hand.

Howe again explained that the Health Department has reduced the reliance on property tax by 32% in the last 70 years. Owens noted that we have done our due diligence. Buchanan stated that we need to have consensus. Ginzburg responded that it is not necessarily a budgetary reserve because it fluctuates up and down based upon need and use.

Reece shared that the County Board needs to realize that this is how it would look if the State funding doesn't come through.

Powell inquired if we needed to vote on this. Owens stated that we are showing that we are doing our due-diligence and exploring this topic. Reece added and if the reserves is depleted is the County Board ready to step in. Do we have assurance from them?

Powell stated in the interest of time we needed to move to the next agenda item.

Howe shared an article from the December, 2015 USA Today on Public Health Funds suffering, feds warn. This article clearly shows that public health as a system is drastically underfunded. In light of this neglect in adequately funding public health, it is critically necessary to have a healthy reserve of emergency funds to respond to public health emergencies. This will be necessary.

Howe announced that the 2015 Employee of the Year was Cathy Coverston Anderson and shared a copy of the December 21, 2015 news release. Howe stated that besides handling her busy position Cathy Coverston Anderson did a phenomenal job during the last year covering vacant supervisor positions, training new staff, besides serving as the Assistant Administrator/Director of Nursing. The Board congratulated Coverston Anderson on a job well done.

DIRECTOR'S REPORT: Nothing additional.

STAFF REPORTS: Anderson T reported that the Environmental Health quarterly report was on packet pages 09 through 12. He pointed out that 98 food permits were inactivated for the year of 2015 however, there were 101 new food permits issued during the year.

Anderson T noted that McLean County was in the top 5, of 95 counties, in the state during 2014 for wastewater removal activity.

Anderson T explained that the State labs have discontinued testing for nitrates for the non-community water program and private water samples. He shared a copy of letters from October, 2015 sent to non-community water supply operators explaining the information. This letter informed the businesses that effective December 31, 2015, the IDPH laboratory will no longer provide nitrate water sample analysis for drinking water. Therefore, the Department will not be able to collect and submit water samples free of charge as it has for the past two decades. This discontinuation of service will require the organizations to collect and submit water samples to a certified private laboratory of their choice. Anderson T noted that currently the Department is trying to find a certified lab within the County that offers competitive rates for water analysis. The non-community water program is a USEPA program delegated to IDPH. The USEPA still requires that non-community water be tested for nitrates.

Bowers asked why using a private lab was a bad idea. Anderson T explained using the private labs is not a bad idea but the private labs can be expensive. The only labs that he was aware of were PDC Lab in Peoria and PAS in Springfield. The Department hopes to resume the service after locating a lab with competitive rates. However, Anderson T explained that if we resume the service, the Department will need to assign a fee for providing the service.

Anderson T stated that he has been in contact with BNWRD, Town of Normal, and City of Bloomington to explore their interest in providing testing services.

Reece inquired if the Department is still waiting to hear back. Anderson T stated that we are.

Anderson T gave a presentation on the Health Department Website and the recent updated public access food inspection reports site which has more detail to restaurant inspection information. The Board thanked him for sharing the information.

Beavers reported for the Behavioral Health Division noting that the report was on packet pages 13 and 14. She shared that over 500 individuals have attended Mental Health First Aid training and a recent grant, from Illinois Prairie Community Foundation, was received in the amount of \$10,000 to continue training efforts. She distributed a copy of upcoming training dates and noted that the training is for anyone. She also shared program statistics and demographics of those attending the Mental Health First Aid training.

Beavers stated that she has been working with the County Coroner, Dr. Kathy Davis and Karen Zangerle from PATH about the increasing number of suicides in the County. Her report contained some statistical information.

Beavers mentioned that the Health Department is collaborating with the Regional Office of Education to enhance school communication. Michelle Maurer completed a Child and Adolescent Behavioral/Needs Assessment as part of our IPLAN efforts. Beavers shared a placemat document that illustrated the needs.

Beavers distributed a copy of the flyer announcing a training being held at the Health Department on February 2, 2016. The program, "Connect the dots" is being presented by Tom Troe, about utilizing employment advocacy and education as a pathway to recovery. Attendees will learn more about the State Division of Mental Health; Recovery, Health and Wellness; and the use of WRAP Plans. Powell inquired about who is invited. Beavers replied that it is appropriate for recovery specialists, partnering providers, the Board, and others.

Reece requested more information about the placemat, as to where the information received on school communication is distributed. Beavers stated that ROE has been a primary partner. The information is being shared at provider meetings, superintendent meetings, and various behavioral health meetings. Reece suggested that something like this might be useful on placemats such as McDonald's.

Beavers noted that 80% of the contracts have been received for FY16 funding. The deadline was December 15, 2015. She expects the Chestnut school based contract within the next week.

Dreyer explained that there wasn't an Administration report because final numbers have not been received. She will share the information at the March meeting.

Coverston Anderson reviewed the Community Health Services division report which was on packet pages 16 through 19. She explained the changes with the Vaccines for Children (VFC) program. Deputization by a Rural Health Clinic (RHC) was formally done by the Chenoa (RHC) but they discontinued RHC status. The other option was a Federally Qualified Health Center (FQHC). Chestnut FQHC deputized the Department and we are able to give VFC vaccines again.

Coverston Anderson gave an update on Vaccines for Adults (VFA). This IDPH program began in June 2015 and was suspended only six months later. Vaccines remaining at local health departments can be used on adults for outbreak response and for those who are uninsured or under-insured for vaccinations. Coverston Anderson explained that the Health Department began giving VFA vaccine in July and it was used during the mumps outbreak September through December of 2015. Tello inquired as to who will provide those VFA vaccines. Coverston explained that the Department communicable disease RN's can give adult vaccines to VFA-eligible as well as to those who have private insurance to cover the costs.

Coverston Anderson reported that 94 flu clinics were scheduled during the second year of the Community Outreach program and ezEMRx noted that 3,903 received the vaccine at onsite and offsite clinics.

Coverston Anderson explained personnel changes for the 4th quarter of 2015 and was happy to welcome David Hopper who replaced Shay Simmons who retired in October as the Emergency Preparedness Coordinator. Unfortunately, one of the communicable disease investigators left at the end of November and staff is working to fill that position.

Coverston Anderson reported on the mumps outbreak. The outbreak was officially over on December 13, 2015 after two incubation periods had passed with no new cases diagnosed. McLean County had 38 confirmed cases and 33 "probables"; however 183 individuals needed tests and follow up. Coverston Anderson reported that there were 71 confirmed cases in Champaign-Urbana just in the past few months, considered cases as well. Any subsequent cases in McLean County will be considered a new outbreak.

Coverston Anderson explained the MRC unit activity summary report on page 19 in the packet which highlighted the value of the Medical Reserve Corps. She mentioned that the economic value of contribution by the 19 participants amounted to \$779.91. Coverston Anderson noted that several MRC volunteers helped immensely during the mumps outbreak, to make follow-up calls to cases and contacts.

Coverston Anderson reported that the IPLAN needs assessment collaboration efforts have continued and are in the data collection phase. The group is working with slightly different timelines. Reece inquired if United Way is involved in the collaboration. Coverston Anderson explained that the United Way is represented on the Collaborative Steering Committee. Other members are from MCHD, OSF, and Advocate BroMenn.

Buchanan inquired about an anticipated release of information. Coverston Anderson noted that the group is looking at May or July. She noted that the Health Department assessment isn't due until July of 2017 so we will be ahead of schedule.

Howe thanked Coverston Anderson and staff for getting the collaboration group together and proceeding.

Coverston Anderson reported that Dr. Justin Holschbach became the Medical Advisor on January 1, 2016. Dr. Holschbach is in family practice and replaced Dr. Kenneth Inoue whose last day was December 31, 2015.

Anderson K shared that the Maternal Child Health report was on packet pages 20 through 23. She stated that December 1st marked the return of lunch hour clinic availability for WIC and FCM services and clients are responding positively. The programs are seeing an increase in clients. Both WIC and FCM are coordinating with SPICE to offer infant massage classes to clients. Two sessions, five classes each, will be offered starting in January. The first session already has six or seven clients enrolled. The instructors prefer that the infants not be mobile yet.

Anderson K reported that the division is experiencing a baby boom in the Better Birth Outcomes program with an increase in clients and prenatal appointments. At the end of December the program had 156 clients on the BBO program. Tello inquired if there is a waiting list. Anderson K responded that the program will not institute a waiting list, instead, will continue to enroll all clients who need services. As other clients deliver, the numbers will balance out and we still have room in the grant due to being below caseload earlier in the year.

Wollrab thanked Anderson K and her staff for making sure that the Spanish posters were made available.

Reece thanked Anderson K for sharing the anecdote included in the MCH report.

BOARD ISSUES: The Board inquired about the next joint work meeting of the Board of Health and the 377 Board. The next meeting is February 2, 2016.

Wollrab inquired about the process of replacement for Board president and who will be involved. Howe explained that a Nominating Committee is being formed. Wollrab asked how that process works. Howe stated that a group of senior Board members is recruited to the Nominating Committee and they will report to the Board.

Owens inquired about the Mental Health Advisory Board meeting on February 16, 2016. He asked about the number of slots filled. Beavers reported that 10 slots have been filled and that the MHAB plans to move forward. The MHAB is hoping for a member with psychiatric background to be selected.

ADJOURN: Buchanan moved and the Board of Health meeting was adjourned at 7:44 p.m.